

**JOB DESCRIPTION – Project and Claims Administrator**

<b>JOB TITLE: Administrator (Projects)</b>	<b>GRADE: B £19,542- £21,569 per annum</b>
<b>DEPT: Administration</b>	<b>HOURS OF WORK: 18.5 hours per week</b>
<b>REPORTS TO: Projects Manager</b>	<b>LOCATION: Flexible</b>

**Adviza is committed to safeguarding and promoting the welfare of children, young people and adults, it expects all staff and volunteers to share this commitment. Successful applicant will be fully employed on the Building Futures project. This role will be fully funded by Big Lottery Fund and the European Social Fund.**

**JOB PURPOSE**

- The post will be responsible for all aspects of collection of BBO administration and financial claims for the contract. To support delivery partners to meet deadlines and submit accurate paperwork.
- You will be responsible for the monthly submissions process from the Partners, providing necessary support and guidance.

**MAIN DUTIES AND RESPONSIBILITIES**

- To provide a high administrative service to the team, e.g. arranging meetings, dealing with routine correspondences and enquiries.
- To collate and lead the project claims process to the commissioner
- Must have very good attention to detail particularly with financial entries
- To liaise with partners to ensure evidence is collected and maintained in accordance with the commissioner
- To undertake such additional or amended duties appropriate to the post as may be allocated from time to time.

**SCOPE OF JOB (BUDGETARY/RESOURCE CONTROL, IMPACT)**

Number of employees  
Managed/supervised

Up to 0

Number of FTE (Full time  
Equivalents) employees  
Managed/supervised

Up to 0

Date: .....

Signature: .....

<b>JOB TITLE:</b> Administrator - Projects	<b>GRADE/SALARY:</b> B
<b>DEPT:</b> Administration	<b>HOURS OF WORK:</b> 18.5 hours per week
<b>REPORTS TO:</b> Project Manager	

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS, TRAINING AND EXPERIENCE</b>	<p>Good general education – Maths and English GCSE Grade C or above.</p> <p>Competent users of Information Technology i.e. Word, Excel, Outlook &amp; PowerPoint.</p>	Education to GCSE or equivalent standard.
<b>COMPETENCE SUMMARY (Knowledge, Abilities, Skills, Experience)</b>	<p>Team Working.</p> <p>Literate and numerate.</p> <p>Attention to detail</p> <p>Excellent communication skills.</p> <p>Able to prioritise workload.</p>	Advanced Excel
<b>WORK-RELATED PERSONAL REQUIREMENTS</b>	<p>Organised</p> <p>Flexible</p> <p>Trustworthy</p> <p>Able to cope under pressure.</p> <p>Attention to detail.</p> <p>Good clear telephone manner.</p>	

KEY CRITERIA	ESSENTIAL	DESIRABLE
	<p>Able to work on own initiative and to meet deadlines.</p> <p>Good communication skills.</p> <p>Able to demonstrate organisational skills.</p> <p>Able to deal with confidential information.</p> <p>Self motivated and able to relate to people at all levels.</p> <p>Adaptable, friendly, helpful and approachable.</p>	

#### **SPECIAL FACTORS**

- Some flexibility relating to hours of work is required.
- Must be prepared to travel mainly within Thames Valley and occasionally regionally.
- Share with Adviza, the commitment to safeguarding and promoting the welfare of children and young people.